



## ACCESSORY APARTMENT REGISTRATION

PROPERTY OWNER NAME(s) \_\_\_\_\_

PROPERTY ADDRESS/APARTMENT ADDRESS \_\_\_\_\_ / \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

APARTMENT LOCATION (circle one): main dwelling/addition above garage basement detached building other

**In order for registration to be complete, a fee of \$40 must be paid and the property owner must certify that the following requirements are met at this property. Please check all items that are in compliance at this time:**

- Outside appearance of single family home shall not be changed from that of a single family home. A maximum of (1) one accessory apartment may be allowed in a single-family home.
- The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling.
- Single family dwelling containing an accessory apartment, will remain owner occupied. If a property is owned within a trust, documentation concerning the trust shall be provided to the City.
- One family, as defined and permitted by City Code, will only occupy the apartment.
- Accessory apartment does not have separate utilities such as water, gas, electric from main dwelling.
- The accessory apartment has a dedicated entrance located on any side or rear portion of the home separate from the entrance to the main dwelling. Access doors must be below grade if located in front of single family home. Dwelling and apartment entrances shall not be located side-by-side.
- An interior access exists and shall be maintained between the main dwelling and attached apartment.
- The accessory apartment shall have the same address number as the main dwelling, but shall refer to Unit "B". Addresses must meet building code requirements.
- The property has a minimum of (2) two hard surface off-street parking spaces provided for Tenant parking in addition to those already required for a single-family dwelling. More spaces may be required to ensure accommodation for additional vehicles. No parking spaces may be located within a front or side yard, except within an approved driveway. Tandem parking within a driveway is allowed to meet parking requirements.
- I understand that: Accessory apartment registration shall become null and void upon the sale of the single-family dwelling in which it is located, unless a new registration is applied for and obtained by the purchaser(s) of the single-family dwelling in which said accessory apartment rental is located.
- The accessory apartment will not be sold or detached by deed and only be rented.

- Accessory apartment shall contain no less than 300 square feet of living area and shall comply with all size and access specification of the International Residential and Building Codes.
- The accessory apartment complies with all building codes in effect at the time of construction. All building corrections have been completed to meet building code requirements. The portion of home used as an accessory apartment has received a Certificate of Occupancy.

The following building and safety requirements are met:

- |   |  |
|---|--|
| _____ Smoke detector in each bedroom  | _____ Smoke & CO detector outside of bedrooms  |
| _____ Water heater strapped to the wall   | _____ Handrail going into basement entrance (if applicable)                            |
| _____ Kitchen and bathrooms GFCI outlets  | _____ Guardrail above basement entrance, minimum 34" above grade level (if applicable) |
| _____ Functioning and safe electrical and plumbing  | _____ Parking requirements   |
| _____ Occupancy separation doors as required by International Residential and Building code | _____ Street addressing as "B"   |

- A Site Plan showing property lines, location of existing buildings, building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, and the location of parking stalls. A detailed floor plan showing rooms labelled with current and proposed uses is attached.

**I certify that the above information is true and correct. I understand that if the above is determined to be incorrect or incomplete, the City may need to perform an inspection and/undertake zoning enforcement procedures.**

\_\_\_\_\_ \$40.00 Fee Paid

\_\_\_\_\_ Attached Submitted Site Plan

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Address #: \_\_\_\_\_ Tax ID: \_\_\_\_\_